

RFP Review Process

Most City owned property is sold through a Request for Proposals process as dictated under Chapter 30B of the Mass General Laws. Chapter 30B requires that the City advertise for proposals a minimum of one day for two consecutive weeks in a local newspaper. The City advertises in the Lowell Sun, Real Estate Section. Under Chapter 30B the City must also advertise the property for disposition in the Central Register a minimum of 30 days prior to the Proposal due date. The Central Register is a publication maintained by the Secretary of the Commonwealth and is published on a weekly basis. The Central Register is available at a subscription rate of \$225 annually. Single issues are not sold but are available at many public libraries throughout the Commonwealth. Subscriptions may be obtained by contacting the Secretary of the Commonwealth, State Publications and Regulations Division at (617) 727-9136.

Chapter 30B requires that a Request for Proposals (RFP) process be used in the disposition of City owned property. All proposals must be sealed, submitted prior to the deadline, and are subject to all requirements set forth in the RFP package. MGL Chapter 30B and the RFP process were designed to promote open and fair competition. This process allows the City the flexibility to control the end use of the property and put restrictions on its future use by establishing competitive criteria to which all proposals must be compared. The City can also make sure that the proposer has the past experience and financial resources to complete the given project. The City does not use a public auction process because this would require the property be conveyed to the highest bidder regardless of the end use, past experience, or past history of compliance with City codes and ordinances.

According to the Inspector General's Office comparative criteria should be compared based on a scale that ranges from unacceptable-highly advantageous:

- **Highly Advantageous:** The proposal contains a clear comprehensive plan that addresses all of the objectives stated in the RFP (**See comparative criteria of the RFP. It will tell you exactly what we are looking for and how it will be ranked. If any items listed there are missing from your proposal you will receive a lower ranking in that category.**)
- **Advantageous:** The proposal contains a clear plan that addresses most of the objectives stated in the RFP.
- **Not Advantageous:** The proposal does not contain a clear plan that addresses most of the objectives stated in the RFP.
- **Unacceptable:** The proposal does not contain any information on how the proposer will address the objectives stated in the RFP.

Example:

Question:

	<i>Highly Advantageous</i>	<i>Advantageous</i>	<i>Not Advantageous</i>	<i>Unacceptable</i>
2. Site Development Proposal	Site development proposal includes a complete list of lot improvements to be completed with a cost breakdown and time table for all phases of construction, type of building/lot improvement, size and lot placement. Includes realistic and accurate cost estimates for all improvements.	Complete Site Development proposal with a cost breakdown and time table for all phases of construction. Includes questionable and/or unrealistic cost estimates for improvements.	Incomplete development proposal and/or cost estimates.	No site development proposal included.

Unacceptable Answer:

We will do a lot of work to the property. You can ask anyone who knows us and they will tell you, we do quality work.

Highly Advantageous Answer: (See Attachment for sample Development Plan)

This answer would contain a complete list of improvements and the costs associated with each of these line items, a construction schedule for each line item, realistic, and accurate cost estimates etc.

Once all proposals have been opened the City will form a review committee to go over all of the proposals submitted. The review committee will first determine that all the proposals have met the minimum criteria stated in the RFP. **Any proposer that places conditions or requirements on the proposal will be considered non responsive and rejected as such.** The only conditions that will be accepted will be the conditions listed in the RFP by the City. The committee will verify that all of the attachments have been signed and returned. Once the RFP is determined to have met all the minimum criteria, the comparative criteria are reviewed to determine how a proposal is ranked, highly advantageous through unacceptable. Under the RFP process the highest-ranking proposal may be selected. In cases where two proposals are ranked equally, price may become the deciding factor. Given this process the City may decide not to select a higher priced proposal that is not ranked equally or better than all of the other proposals. The City can reject all proposals if it is deemed to be in the best interest of the City. Proposers shall be notified of the City's recommendation in most cases within 2-3 weeks. All sales are subject to a final vote by the Lowell City Council.

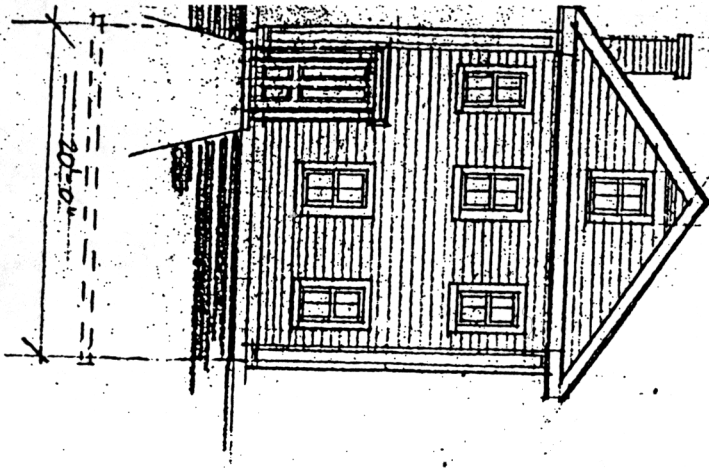
Example:

- Proposal number one is ranked highly advantageous. The bid price \$100,000
- Proposal number two is ranked not advantageous. The bid price is \$150,000

In this situation the City may accept the lower priced proposal because it is more advantageous than the higher priced proposal.

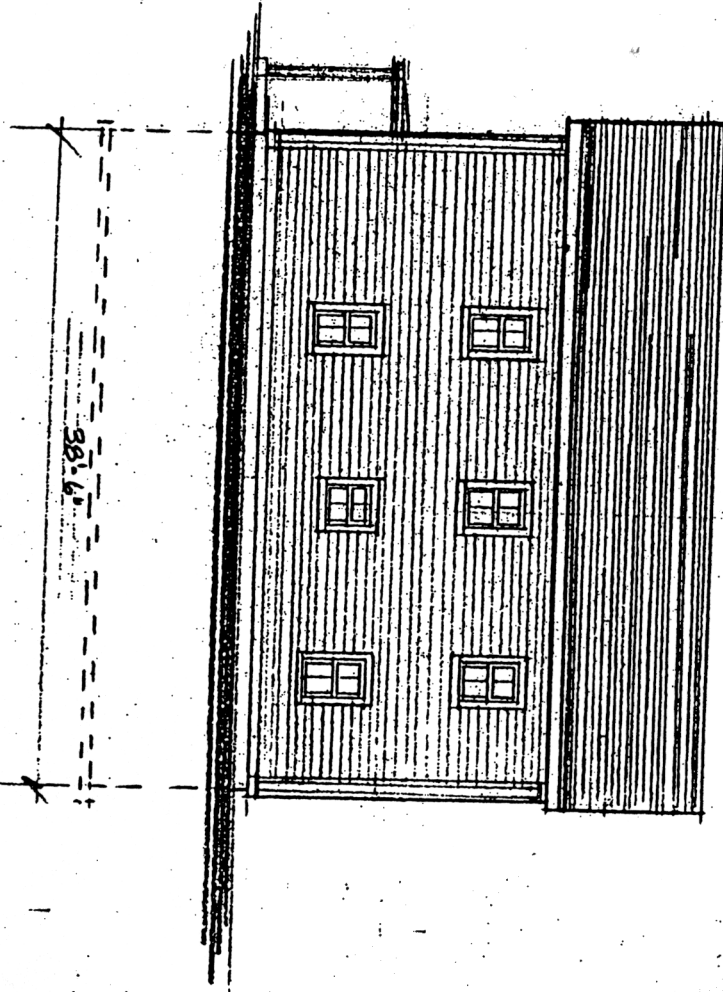
IT IS IMPERATIVE THAT THE ENTIRE RFP IS READ CAREFULLY AND THAT ALL QUESTIONS AND FORMS ARE FILLED OUT CORRECTLY. GOOD LUCK AND MAY THE BEST PROPOSAL WIN!

SAMPLE PLAN



FRONT ELEVATION

1/8" = 1'-0"



RIGHT SIDE ELEVATION

1/8" = 1'-0"

A2

SINGLE FAMILY

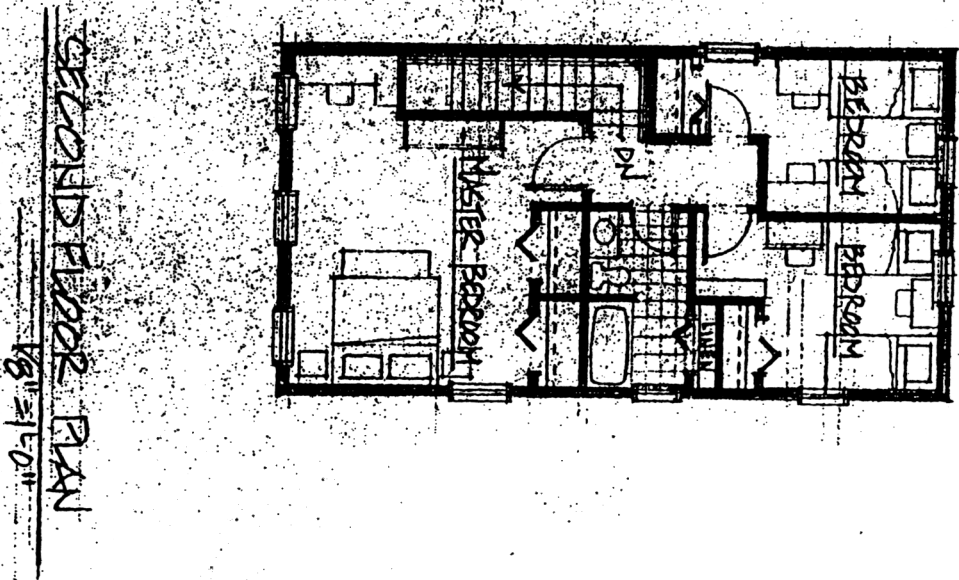
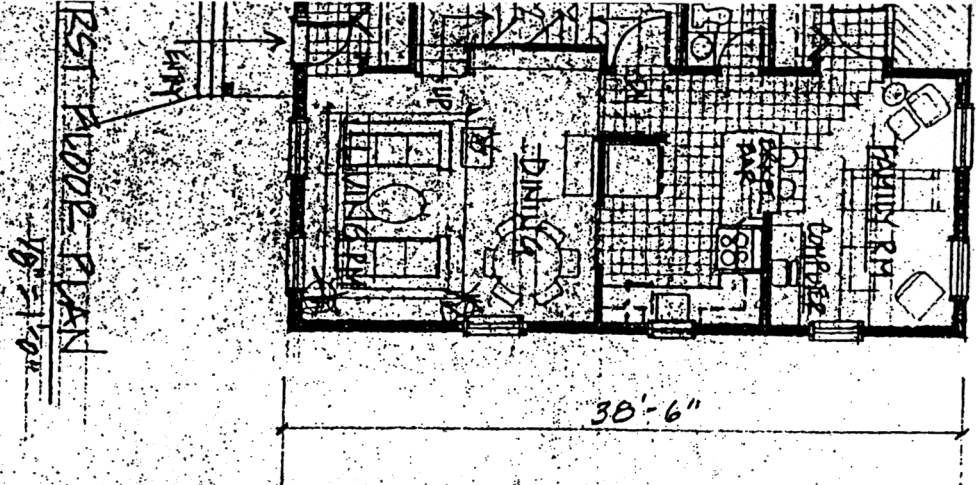
Suffolk Street Housing
Suffolk Street
Lowell, Massachusetts



Jeffrey J. Cook Architects, Inc.

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SAMPLE PLAN



FIRST FLOOR PLAN
1/8" = 1'-0"

SECOND FLOOR PLAN
1/8" = 1'-0"

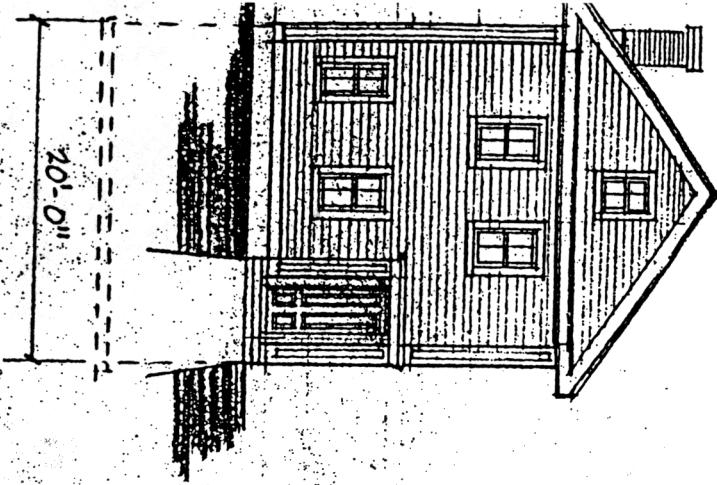
A1

SINGLE FAMILY
Suffolk Street Housing
Suffolk Street



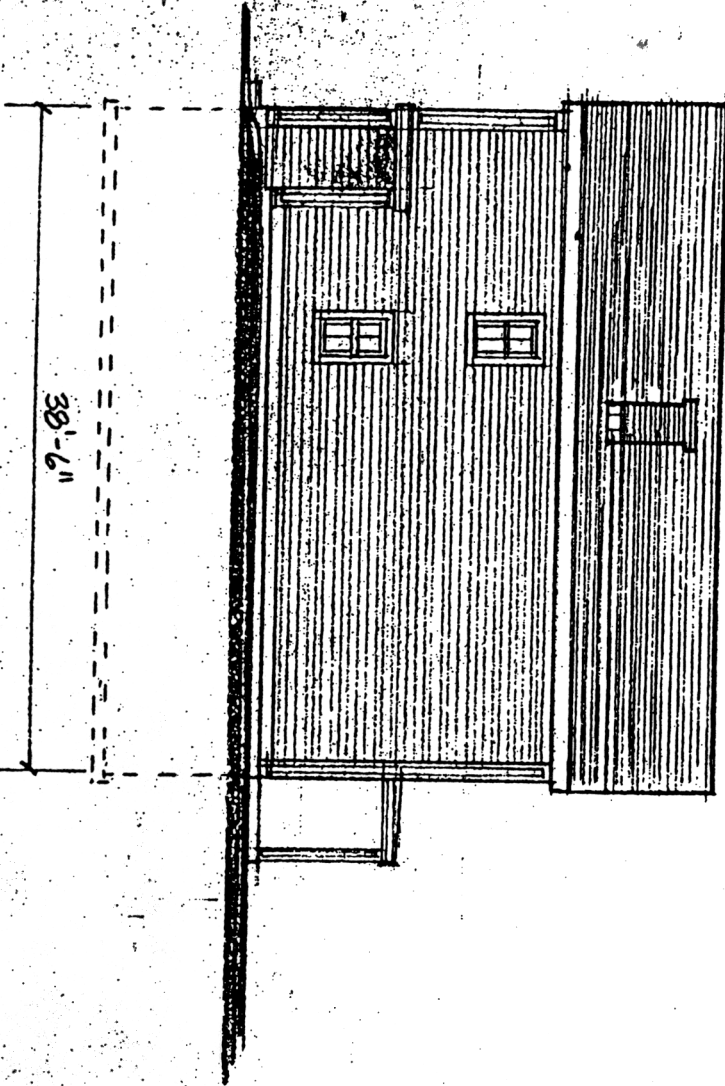
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SAMPLE PLAN



REAR ELEVATION

18'-0"



LEFT SIDE ELEVATION

18'-0"

SAMPLE BUDGET

Development Budget		
	Contractor Name	Actual Cost
Address:		
Land Cost		
Curb Cut		\$1,200
Survey/Proposed and Certified Plot Plan		\$1,000
Engineering		N/A
Permits		\$700
Excavation		\$1,800
Well		\$4,800
Septic System		\$12,000
Footing, Foundation Labor and Concrete		\$3,600
Damproofing		\$100
Poured Floors		\$400
Sewer Connection		N/A
Water Connection		N/A
Gas Service		N/A
Oil Service		\$1,200
Electrical Service and Rough Wiring		\$6,000
Lumber		\$9,750
Framing		\$6,000
Roof Labor	Labor to be supplied by contractor	\$500.00
Roof Materials		\$800
Windows and Doors		\$3,600
Fireplace Installation	N/A	N/A
Siding		\$4,000
Siding Labor	Labor to be supplied by contractor	\$500.00
Shutters	N/A	N/A
Debris/Rubbish Removal		\$400
Garage Doors/Openers	N/A	N/A
Rough Plumbing		\$3,500
HVAC		\$7,000
Alarms		N/A
Central Vac.		N/A
Insulation		\$2,500
Plastering/Sheetrock		\$3,200
Interior Trim		\$2,400
Finish Carpentry	Labor to be supplied by contractor	N/A
Kitchen Cabinets		\$3,500
Interior Paint	Labor to be supplied by contractor	\$900
Finish Electrical		\$1,100
Electrical Fixtures		\$650
Shelving		\$400
Floor Covering		\$2,500
Appliances		\$1,200
Finish Plumbing		\$3,500
Driveway/Paving	Dirt Driveway	\$600
Decks, Walks, Steps etc.	Very Small	\$600
Landscaping		\$1,500
TOTAL DEVELOPMENT COST		\$93,400

SAMPLE SCHEDULE

Residential Construction

ID	Task Name	Duration	Start	Finish	Resource Names
1	Single Family House				
2	General Conditions	152 days	Mon 1/3/00	Tue 8/1/00	
3	Finalize plans and develop estimate with owner, architect	21 days	Mon 1/3/00	Mon 1/31/00	General contractor(50%), Archite
4	Sign contract and notice to proceed	20 days	Mon 1/3/00	Fri 1/28/00	General contractor, Architect, Ow
5	Apply for Permits	1 day	Mon 1/31/00	Mon 1/31/00	
6	Secure foundation permit	0 days	Mon 1/31/00	Mon 1/31/00	
7	Secure framing permit	0 days	Mon 1/31/00	Mon 1/31/00	General contractor
8	Secure electrical permit	0 days	Mon 1/31/00	Mon 1/31/00	General contractor
9	Secure plumbing permit	0 days	Mon 1/31/00	Mon 1/31/00	General contractor
10	Secure HVAC permit	0 days	Mon 1/31/00	Mon 1/31/00	General contractor
11	Secure miscellaneous permits	0 days	Mon 1/31/00	Mon 1/31/00	General contractor
12	Site Work	3 days	Tue 2/1/00	Thu 2/3/00	
13	Clear and grub lot	1 day	Tue 2/1/00	Tue 2/1/00	Site excavation contractor
14	Install temporary power service	1 day	Wed 2/2/00	Wed 2/2/00	Electric company
15	Install underground utilities	1 day	Thu 2/3/00	Thu 2/3/00	Electric contractor, Plumbing con
16	Foundation	42 days	Fri 2/4/00	Mon 4/3/00	
17	Excavate for foundations	3 days	Fri 2/4/00	Tue 2/8/00	Site excavation contractor
18	Form basement walls	13 days	Wed 2/9/00	Fri 2/25/00	Concrete contractor
19	Place concrete for foundations & basement walls	12 days	Mon 2/28/00	Tue 3/14/00	Concrete contractor
20	Cure basement walls for 7 days	7 days	Wed 3/15/00	Thu 3/23/00	
21	Strip basement wall forms	2 days	Fri 3/24/00	Mon 3/27/00	Concrete contractor
22	Waterproof/insulate basement walls	2 days	Tue 3/28/00	Wed 3/29/00	Concrete contractor
23	Perform foundation inspection	1 day	Thu 3/30/00	Thu 3/30/00	Inspector
24	Backfill foundation	2 days	Fri 3/31/00	Mon 4/3/00	Site excavation contractor
25	Framing	22 days	Tue 4/4/00	Wed 5/3/00	
26	Install 1st floor joists	2 days	Tue 4/4/00	Wed 4/5/00	Framing contractor
27	Lay 1st floor decking	2 days	Thu 4/6/00	Fri 4/7/00	Framing contractor
28	Frame 1st floor walls	4 days	Mon 4/10/00	Thu 4/13/00	Framing contractor
29	Frame 1st floor corners	1 day	Fri 4/14/00	Fri 4/14/00	Framing contractor
30	Install 2nd floor joists	2 days	Mon 4/17/00	Tue 4/18/00	Framing contractor
31	Frame 2nd floor decking	2 days	Wed 4/19/00	Thu 4/20/00	Framing contractor
32	Frame 2nd floor walls	3 days	Fri 4/21/00	Tue 4/25/00	Framing contractor
33	Frame 2nd floor corners	2 days	Wed 4/26/00	Thu 4/27/00	Framing contractor
34	Complete roof framing	3 days	Fri 4/28/00	Tue 5/2/00	Framing contractor
35	Conduct framing inspection	1 day	Wed 5/3/00	Wed 5/3/00	Inspector
36	Dry In	22 days	Wed 5/3/00	Thu 6/1/00	
37	Install 1st floor sheathing	3 days	Thu 5/4/00	Mon 5/8/00	Framing contractor
38	Install 2nd floor sheathing	3 days	Tue 5/9/00	Thu 5/11/00	Framing contractor
39	Install roof decking	3 days	Wed 5/3/00	Fri 5/5/00	Framing contractor
40	Install felt, flashing and shingles	3 days	Fri 5/19/00	Tue 5/23/00	Roofing contractor
41	Hang 1st floor exterior doors	1 day	Wed 5/24/00	Wed 5/24/00	Framing contractor
42	Install 1st floor windows	3 days	Thu 5/25/00	Mon 5/29/00	Framing contractor
43	Install 2nd floor windows	3 days	Tue 5/30/00	Thu 6/1/00	Framing contractor
44	Exterior Finishes	19 days	Fri 6/2/00	Wed 6/28/00	
45	Complete exterior brick	16 days	Fri 6/2/00	Fri 6/23/00	Masonry contractor
46	Complete exterior siding	3 days	Mon 6/26/00	Wed 6/28/00	Framing contractor
47	Utility Rough-B97Ins and Complete Concrete	21 days	Mon 5/8/00	Mon 6/5/00	